

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposals – Negotiation  
Professional Services**

To: .....

Date: November 2, 2020

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RFP No. 004-T-2021 (P) (B)

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Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than ***Monday, November 23, 2020 @ 4:30 PM.*** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

The Department of Property and Procurement on behalf of the Virgin Islands Department of Public Works (“DPW”) is seeking proposals from qualified vendors to furnish all labor, tools, equipment, and supplies necessary to provide **Roadside Maintenance, Gut Cleaning, Cemetery Cleaning, and Maintenance** for the Virgin Islands Department of Public Works on the island of **St. John, Virgin Islands**

**SCOPE OF SERVICES: Included in Section “C”- Proposed Scope of Services**

**NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, proposals shall be reviewed and rated on the selection criteria outlined in the **“Factors for Discussions”**. After reviewing and rating the proposals, the Committee will select for discussions from the firm/s or person/s **deemed to be the most highly qualified to provide the services herein required.** Discussions will be conducted with the firm or person so selected. The Committee may select to conduct discussions and/or oral presentations from the firm/s or person/s, not less than two (2) deemed to be the most highly qualified.

## FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of principals of the firm or person; (ii) the extent to which the firm or person specializes in or has provided services of a type and scope similar to the hereunder; (iii) familiarity with the location (s) in which services will be performed; (iv) project approach and capability of meeting schedules; and (v) quality of performance on other similar projects.

## NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated as a result of the Committee's scores from the written proposals or discussions-oral presentations.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas  
Commissioner  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

**RFP-004-T-2021 (P) (B)**– Qualified vendors to furnish all labor, tools, equipment, and supplies necessary to provide **Roadside Maintenance, Gut Cleaning, Cemetery Cleaning, and Maintenance** for the Virgin Islands Department of Public Works on the island of **St. John, Virgin Islands**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed

most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Assistant Commissioner of Procurement, Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

## **B. STATEMENT OF PURPOSE**

To assist the Government of the Virgin Islands in meeting the requirement for the following services: **RFP-004-T-2021 (P) (B)**– Qualified vendors to furnish all labor, tools, equipment, and supplies necessary to provide **Roadside Maintenance, Gut Cleaning, Cemetery Cleaning, and Maintenance** for the Virgin Islands Department of Public Works on the island of **St. John, Virgin Islands**

## **C. PROPOSED SCOPE OF SERVICES:**

### **1. GENERAL**

The purpose of this contract is to provide roadside maintenance services along public right-of-way, including the cutting of bush, low hanging trees that affect safe traffic operations, removal and disposal of discarded items, gut cleaning services, cemetery cleaning and maintenance services within the St. John District, U.S. Virgin Islands as directed by an authorized representative from the Department of Public Works (DPW). Contractors will be selected to provide services on a specific island; however, the Department reserves the right to utilize a contractor on a different island in the event of an emergency or as needed to maintain the roadsides. The rate of pay for work on an alternate island will be the rate selected for the specified island.

### **2. SERVICES**

The services under this contract shall be for a period of one (1) year with a renewable option for a period of one year. The Contractor shall provide all labor, transportation, small tools, equipment, supplies and materials i.e. (fuel, oil, grease, and repairs) necessary to fully operate and maintain all equipment to provide the aforementioned services on St. John. For the purposes of this contract the right-of-way (ROW) is defined as the area within fifteen (15) feet from the edge of the pavement or twenty (20) feet on a

curb where traffic is heavy, or the area up to a permanent barrier such as a retaining wall whichever is less. If a swale or storm drain is present, this area must also be cleaned of debris. Contract bid items must include the cost of laborers, supervisors, equipment, fuel, repairs overhead, profit, insurance, and any other cost associated with the equipment and personnel. The contractor shall provide a complete crew consisting of the specified equipment, laborers and a working supervisor for the various maintenance services outlined above. The crew will consist at a minimum of the following:

- A. Minimum of (3) laborers
- B. One (1) working supervisor
- C. One (1) Full size Pickup Truck or large

At a minimum, the following items must always be available to be utilized:

- |   |                     |
|---|---------------------|
| A. Chainsaws, 16" minimum blade                       | B. Shovels          |
| C. Industrial or Commercial Grade                     | D. Rakes            |
| E. Bushwackers  | F. Leaf Rakes       |
| G. Wheelbarrow  | H. Machetes         |
| I. Pickaxe  | J. Dust masks       |
| K. Push Brooms  | L. Sharpening files |
| M. First Aid Kit                                      | N. Goggles          |
| O. Traffic Cones 28" minimum                          | P. Pole Saw         |
| Q. OSHA Approved Reflective vests (for each employee) |                     |
| R. Gas Powered Blower                                 |                     |
| S. Push Mower when necessary                          |                     |
| T. Two (2) Traffic Flags OSHA (approved)              |                     |
| U. Pruning Equipment                                  |                     |
| V. Trash Bags (garbage collection)                    |                     |

The Contractor shall not commence work without a task order from DPW. The Contractor shall not move from a designated area to another designated area without prior approval from an authorized representative from DPW. All work shall be performed in compliance with the US Department of Transportation Manual on Uniform Traffic Controls for Street and Highway Construction, Maintenance, Utility, and Incident Management Operations (MUTCD), and in accordance with the OSHA Safety Standards. The Contractor shall ensure that all personnel are capable of understanding safety concerns expressed in Part VI of MUTCD directly or through an interpreter. All equipment used under this contract must follow all federal and local rules and regulations.

### 3. PERFORMANCE SCHEDULE

The workweek shall be as directed by the Department of Public Works. The work shall consist of: (a) cutting grass approximately two (2) inches high; (b) cutting trees not marked for preservation and other woody vegetation as near to the ground surface as conventional tools or field conditions will permit; (c) cutting limbs of low-hanging trees

that affect sight distance and overhead clearance for buses, large vehicles and regular cars that pose a possible treat of obstructing traffic if storm conditions occur; (d) immediately collecting all cut vegetation and rubbish and transporting waste to landfill; (e) clearing designated area of unattached or dead vegetation, rubbish and other obstructions and (f) dumping waste as instructed by the Weight Master at the Landfills. The Contractor shall comply will all rules and regulations of the sanitary landfill and shall deposit collected refuse only where directed by authorized personnel at landfill.

**NOTE:** *Debris is not permitted to be disposed of along the roadside. When cutting trees, proper pruning techniques must be utilized.*

*The Contractor must IMMEDIATELY pick up any waste falling from the truck and onto the roadway while transporting waste to the landfill. The Contractor shall insure that all debris being transported is covered. Contractors who fail to pick up the debris after cutting is completed or cover the debris being transported may be subjected to a fine of \$1,000.00 for littering, from the Waste Management Authority and shall also be subjected to non-payment of service, suspension and or termination of said contract from the Department of Public Works.*

#### 4. EQUIPMENT

All equipment used under this contract must be in compliance with all applicable federal and local rules and regulations. The Contractor must present all equipment that will be used under this contract for inspection by DPW's director of Roads and Highways or his or her designee on a quarterly basis. Equipment failing DPW inspection may not be utilized under this contract. Chainsaws or/other tools approved for pruning of trees are to be utilized. The use of machetes is not permitted to accomplish this task.

Any vehicle used under the contract shall be properly registered with the department of Motor Vehicle and licensed by the Waste Management Authority to transport waste. Any vehicle or other heavy equipment utilized under this contract shall have rubber tires and sized properly to fit loading conditions. Any truck used under this contract must be equipped with a cover (extending at least four (4) inches down the side) and a tailgate that will effectively contain the waste during transport.

The Contractor shall present to the Department of Public Works Program Manager all equipment for approval to use under this contract. Each truck or loader must be clearly numbered (i.e., vehicle tag number) for identification. Trucks or equipment, which is designated for use under this contract, shall not be used for any other work during the working hours of this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work are during the period of this contract.

#### 5. PERFORMANCE SCHEDULE

The contractor shall service and maintain roadways/guts a minimum of one thousand three hundred (1300) linear feet per day and public cemeteries at the minimum rate of ten

thousand (10,000) square feet per day. The contractor will not be penalized if weather conditions, site conditions/terrain (as determined by the DPW Program Manager), or insufficient job orders are not given to him/her in a timely manner to satisfy the daily rate.

## 6. INVOICES

The Contractor shall submit weekly invoices to the Commissioner of Public Works or his or her designee during the terms of the contract. Each invoice shall contain a minimum, the following information:

- A. Contractor's name, address, telephone number, tax identification number.
- B. Contract Number
- C. Dated and description of locations worked daily (i.e. both sides of the road from UVI traffic light west to West Airport Road 11/00/00 through 11/11/00.)
- D. Total amount to be paid to the Contractor.
- E. Total number of hours worked.

## 7. OTHER CONSIDERATIONS

The Contractor shall supervise and direct the work, using skilled labor and proper equipment for all tasks. The safety of the Contractor's personnel, equipment, and work area are the responsibility of the Contractor. Additionally, the Contractor shall obtain and pay for all materials, personnel, taxes, licenses and fees necessary to perform under the terms of this contract. Under this contract, it is the responsibility of the Contractor to ensure that all employees are legally able to work in the United States Virgin Islands.

The Department of Public Works shall be responsible for determining what permits are necessary to perform under this contract and will be responsible for obtaining permits. Contractor shall be familiar with and knowledgeable of all application laws, rules and regulations pertaining to landscaping maintenance. The Contractor must be duly licensed to perform the work in the United States Virgin Islands per statutory requirements.

The Contractor shall be responsible for taking immediate corrective action in response to any notices of violations issued as a result of the Contractor's actions or operations during the performance of this contract. Corrections for any such violations shall be at no additional cost to the Government. Contractors are responsible for damages on Government or private property resulting from work performed.

Liquidated damages shall be assessed at \$100.00 per calendar day for violations of the avoid contract terms.

When advised by the Department of Public Works Program Manager, Contractors will be required to plant vegetation along the roadside. Vegetation seeds/seedlings shall be provided by the department of Public Works in collaboration with other entities.

## 8. REPORTING

The Contractor shall submit weekly status reports to the Commissioner of Public Works or his or her designee. These reports shall include, at a minimum the following:

- A. Contractor's name, address, and telephone number.
- B. Damage to any property.
- C. Challenges or difficulties incurred (i.e. weather, obstacles, lack of direction by DPW staff, etc.)
- D. Linear feet of roadway competed.
- E. Daily and cumulative number of lineal feet maintained under this contract.
- F. Number of personnel worked daily.

### D. TIMETABLE


Last Day for Written Clarification is **Friday, November 13, 2020 @ 1:00 PM**

### E. SUBMISSION OF PROPOSAL

All interested parties shall submit **one (1)** electronic copy of proposals, which are to be submitted via email submission at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than **Monday, November 23, 2020 @ 4:30 P.M** Atlantic Standard Time.

Electronic submissions **must** include the Company's Name – Solicitation Number – Due Date in the Subject Line of the email. For Example, ABC Company, Inc. – RFP No. 004 –T-2021 (P) (B) – November 23, 2020.

The First Page of each electronic submission **must** also include Company's Name – Solicitation Number and Due Date. The second page of each electronic submission must only contain the following words in red font: **"CONFIDENTIAL BID SUBMISSION"**

 Send	To	<a href="mailto:ebids_proposals@dpp.vi.gov">ebids_proposals@dpp.vi.gov</a>
	Cc	
	Bcc	
Subject ABC Company, Inc.-RFP-033-T-2020 (P)- May 22, 2020		

All electronic submissions must be received at [ebids\\_proposals@dpp.vi.gov](mailto:ebids_proposals@dpp.vi.gov) no later than the date and time listed in each advertisement. There will be no exceptions.

### F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for

acceptance of proposals nor shall the successful provider withdraw, cancel or modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

#### **G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Assistant Commissioner of Procurement, Lisa M. Alejandro**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

#### **H. CONSIDERATION OF PROPOSAL**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

#### **I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

#### **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. The documents listed under this section are required for submission of a proposal in response to this RFP and failure to comply with any requirement as outlined may disqualify the respondent.

##### **1. Organization:**

- a. Introductory letter about the applicant:



- i. Name, address, email, and telephone numbers.
    - ii. Type of service for which individual/firm is qualified.
  - b. Provide a list of staff available for the project (Local & Off-Territory)
  - c. Current Business License or state register for the services being advertised. All bidders bidding as a Joint Venture must be licensed as a Joint Venture in the US Virgin Islands
  - d. Current trade name registration certification; if applicable
  - e. Certificate of Good Standing dated July 1, 2020 or later
  - f. Articles of Incorporation (For Corporations) or Articles of Organization for (LLC's) or qualification (Limited Partnerships), if applicable.
2. Sub-Contractors:
  - a. Provide listing of Sub-Contractors that shall be retained for this project including phone numbers.
  - b. Provide what percentage of work will be sub-contracted.
3. Project Experience:
  - a. Provide a listing of related projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
4. Project Approach:

The respondent applying to this solicitation will describe how you will approach this project and availability to perform the services requested.
5. References Letters: 3 letters minimum related to the projected being solicited. To obtain maximum allotted points, each letter must:
  - a. Include information about past performance on similar project from authorized representative.
  - b. Include a working telephone number; and email address to be contacted; and
  - c. Notarized.
6. Proof of Sams.Gov registration
7. **Cost Proposal must be included as the last page of proposal**

**K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

**L. ACCEPTANCE OF CONTRACT TEMPLATE AND OTHER TERMS AND CONDITIONS**

By submitting a proposal in response to this RFP, the respondent agrees to accept the boilerplate terms and conditions of the Government's standard Professional Services Contract, a copy of which is attached to this RFP, if the respondent is selected for award.

**M. MANDATORY LIST OF REQUIRED SUPPROTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS**

Included

THE DOCUMENTS IN THE ATTACHMENT WILL BE REQUIRED FOR APPROVAL OF THE CONTRACT WITH THE SUCCESSFUL RESPONDENT.



List of Required  
Docs.09.17.2018.pdf



OPCMR

## MANDATORY LIST OF REQUIRED SUPPORTING DOCUMENTS TO CONTRACT WITH GOVERNMENT OF THE VIRGIN ISLANDS

*This list applies to all contracts, amendments and exercises of renewal options. All supporting documents must be submitted for every contract, amendment or renewal of a contract.*

1. Current VI Business License (to conduct activity covered by contract being pursued); and/ or copy of a current business license issued by a state. IRS 501(c)(3) certification letter required for non-profit corporations.
2. Proof of Commercial General Liability Insurance with the Government of the Virgin Islands as Certificate Holder and Additional Insured as indicated on Endorsement (policy number on endorsement must match policy number on certificate). An endorsement that explicitly names the Government of the Virgin Islands as an additional insured is required– blanket insurance endorsements that do not name the Government of the Virgin Islands are not accepted)
3. Proof of Worker's Compensation Coverage/ Government Insurance Coverage
4. Sam.Gov Registration
5. Proof of Professional Liability Coverage with Government of the Virgin Islands as Certificate Holder for professional services contract. Professional services include but are not limited auditing and accounting firms, doctors, lawyers, architectural and engineering services, consulting, marketing firms. Professional liability (also known as errors and omissions/ malpractice insurance) is required only for professional services contracts where the Government will rely on the advice and services of the Contractor in its decision making processes OR where the government can suffer harm/ losses from faulty performance of the services from the quality of the contractor's work.
6. **Corporations (Inc., Corp, Co., Corporation)**
  - a. Articles of Incorporation (and applicable amendments)
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of Good Standing (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Corporate Resolution on company letterhead (signed/ attested & dated by corporate secretary authorizing signatory)
7. **Limited Liability Company (LLC)**
  - a. Articles of Organization (and applicable amendments)
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of Good Standing (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
8. **General Partnerships**
  - a. Partnership agreement (if it exists)
  - b. Memorandum authorizing signatory signed by all partners or secretary if one exists (valid for two years)
  - c. Tradename Certificate if company uses a tradename (valid for two years)
9. **Limited Partnerships (L.P/ LLP/ LLLP)**
  - a. Certificate of Limited Partnership or Statement of Qualification for LLP/LLLP
  - b. Tradename Certificate if company uses a tradename (valid for two years)
  - c. Certificate of Good Standing (valid from July 1<sup>st</sup> thru June 30<sup>th</sup>)
  - d. Memorandum Authorizing Signatory on company letterhead (signed/attested by secretary or all members)
10. **Sole Proprietorship**
  - a. Tradename certificate if a tradename is used (valid for two years)

*Note: Documents listed in Nos. 1-4 above are required for all contractors. Documents listed in No. 5 apply to professional services contracts only. Documents listed in Nos. 6-9 are specific to each organization type, and are required in addition to the documents listed in Nos. 1-4 and 5 (if applicable). If a contractor is not performing work in the Virgin Islands and do not require local documents, agency has an obligation to verify expiration dates of all documents in the applicable state. Do not submit expired documents to DPP.*